

LIHEAP LOCAL PLAN

General Information

Purpose	<p>The purpose or intent of the Low-Income Home Energy Assistance Program (LIHEAP) Local Plan is to:</p> <ul style="list-style-type: none">✓ Gather information to help local agencies demonstrate how their practices work toward the accomplishment of statutory goals✓ Outline the service objectives and goals for delivery of LIHEAP services in response to community needs.✓ Provide justification to support Agency proposed budget allocations. If proposed budget allocations are outside the standard deviation ranges or goals and the deviation is not adequately substantiated, then CSD may require the agency submit a budget modification. <hr/>
Contents of LIHEAP Local Plan	<p>Each LIHEAP Local Plan shall consist of the following:</p> <ol style="list-style-type: none">1. Agency Profile Data2. Service Objectives and Goals3. Percentage-Based LIHEAP Program Budget Proposal (CSD 621)4. Priority Plan for Home Energy Assistance Program (HEAP) and Fast-Track <hr/>
Compliance Review	<p>The LIHEAP Program Budget Proposal and responses to the Service Objectives and Goals Questionnaire will be reviewed by CSD to ensure compliance with federal and state laws requiring agencies to be qualified and capable of carrying out all service provisions of the LIHEAP Program.</p> <hr/>
LIHEAP Service Qualifications	<p>Agencies must be able to meet the following criteria in order to perform LIHEAP Services:</p> <ol style="list-style-type: none">1. Provide timely and effective emergency assistance to resolve an energy crisis.2. Demonstrate the ability to carry out the provision of LIHEAP services in accordance with federal and state laws and regulations, CSD policies, contract requirements, agency service objectives and goals outlined in this plan and the LIHEAP Program Budget Proposal.3. Meet minimum requirements for timing and accessibility to eligible applicants.4. Ensure individual program component funding (percentage) allocations are aligned with both the identified needs and the agency's capacity to provide services within the Agency's designated service territory. <hr/>

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LIHEAP LOCAL PLAN

General Information, Continued

**LIHEAP
Service
Qualifications**
(continued)

5. Target services to households representing the two groups of low income households as having the highest needs:
 - a. Vulnerable Households: Vulnerable Households are those with at least one member that is a young child, and individual with disabilities, or a frail elderly individual.
 - b. High Energy Burden Households: High Energy Burden Households are those households with the lowest incomes and highest energy expenses (costs).
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**Agency
Responses**

When filling out the Service Objectives and Goals Questionnaire, Agencies should assume level funding for the 2008 PY.

Agency responses should:

- ✓ Provide an informative description of the challenges faced within the service territory.
- ✓ Identify the specific goals and strategies to be utilized in serving the energy needs of the community being served.
- ✓ Contain enough detail to describe and justify service delivery methods for CSD to respond to legislative, stakeholder, and federal and state oversight agency inquiries and/or surveys.

NOTE: The ECIP Fast Track and HEAP Priority Plan will now be incorporated into the LIHEAP Local Plan and the Weatherization, Outreach, and Assurance 16 Priority Plan Narratives will now be replaced by the Service Objectives and Goals Questionnaire.

Due Date

Please return your completed 2008 LIHEAP Local Plan to your assigned Field Representative by Monday, November 26, 2007.

Approval

1. Approval of the LIHEAP Local Plan is required for contract execution.
 2. Approval shall serve as a reference for each agency's program implementation.
 3. Approval is not to be construed as a determination of allowability of costs.
 4. OMB reimbursement rules still require adequate documentation that expenditures meet all program criteria.
 5. The approved plan will incorporated by reference into the 2008 LIHEAP contract.
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